

Administrative Hearings (TT CODE 5110, 5120, 5130)

The Office of Administrative Hearings (OAH) provides quasi-judicial and other dispute resolution services for state and local agencies, special districts, and other government entities. OAH provides the judicial process that decides appeals by individuals and businesses when a state agency withholds or terminates entitlement to a professional license pursuant to the Administrative Procedures Act (APA). Proceedings not covered under the APA are also heard. In addition, OAH provides mediation and/or arbitration services to parties who have a dispute that is the subject of an adjudicative proceeding. OAH provides court reporter services via contract, and those costs are passed on to the agency requesting the hearing.

For additional information, contact the Office of Administrative Hearings at (916) 263-0550.

Administrative Law Judge	2007-2008: \$187.00 per hour	Proposed 2008-2009: \$187.00 per hour
Staff Counsel	2007-2008: \$144.00 per hour	Proposed 2008-2009: \$144.00 per hour
Hearing Reporter	2007-2008: Contract Rate	Proposed 2008-2009: Contract Rate
Transcript Rate	2007-2008: Contract Rate	Proposed 2008-2009: Contract Rate
Filing Fee	2007-2008: \$66.00 per case	Proposed 2008-2009: \$66.00 per case
Keyhea Filing Fee	2007-2008: \$133.00 per case	Proposed 2008-2009: \$133.00 per case

Accounting & Financial Services (TT Code 8310)

* *An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions.

For additional information, contact the Contracted Fiscal Services Section within the Office of Fiscal Services at (916) 376-5237(CALNET 480-5237).

2007-2008:
Information on costs available upon request.

Proposed 2008-09:
Information on costs available upon request.

Automobile Purchases (TT CODE 5680)

Contact Office of Fleet Administration, Equipment Coordinator, Inspection Services at (916) 653-7017 (CALNET 453-7017).

Automobile Rental (TT CODE 5640)

Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). Contact the nearest Office of Fleet and Asset Management State Garage for rentals.

For additional information, contact the Office of Fleet and Asset Management, (916) 657-2327 or visit the OFA web page at <http://www.ofa.dgs.ca.gov>.

Short-Term (Tripper)	2007-2008: \$20.00 per day + \$0.30 per mile	Proposed 2008-09: \$20.00 per day+ .30 per mile
Sedan, Intermediate	2007-2008: \$26.00 per day + \$0.30 per mile	Proposed 2008-09: \$26.00 per day + \$0.30 per mile
Pickup Trucks	2007-2008: \$35.00 per day + \$0.30 per mile	Proposed 2008-09: \$35.00 per day + \$0.30 per mile
Station Wagons	2007-2008: \$26.00 per day + \$0.30 per mile	Proposed 2008-09: \$26.00 per day + \$0.30 per mile
Passenger Vans, and Carryalls	2007-2008: \$31.00 per day + \$0.30 per mile	Proposed 2008-09: \$31.00 per day + \$0.30 per mile
Specialty Vehicles	2007-2008: Rates vary by type.	Proposed 2008-09: Rates vary by type.
Long-Term (Monthly)		
Sedan, Compact and Subcompact	2007-2008: \$228.00 monthly + \$0.30 per mile	Proposed 2008-09: \$228.00 monthly + \$0.30 per mile
Sedan, Intermediate	2007-2008: \$270.00 monthly + \$0.30 per mile	Proposed 2008-09: \$270.00 monthly + \$0.30 per mile
Pickup Trucks	2007-2008: \$342.00 monthly + \$0.30 per mile	Proposed 2008-09: \$342.00 monthly + \$0.30 per mile
Station Wagons	2007-2008: \$311.00 monthly + \$0.30 per mile	Proposed 2008-09: \$311.00 monthly + \$0.30 per mile
Passenger Vans, and Carryalls	2007-2008: \$342.00 monthly + \$0.30 per mile	Proposed 2008-09: \$342.00 monthly + \$0.30 per mile
4-Wheel Drive	2007-2008: \$464.00 monthly + \$0.30 per mile	Proposed 2008-09: \$464.00 monthly + \$0.30 per mile
Office Vans Vehicles	2007-2008: \$360.00 monthly + \$0.30 per mile	Proposed 2008-09: \$360.00 monthly + \$0.30 per mile
Police Vehicles	2007-2008: \$367.00 monthly +	Proposed 2008-09: \$367.00 monthly +

Specialty Vehicles

\$0.30 per mile	\$0.30 per mile
2007-2008: Rates vary by type.	Proposed 2008-09: Rates vary by type

Automobile Sales

Auction Fee: *This fee is for conducting a public auction of surplus fleet assets on behalf of State agencies. For additional information, contact the Office of Fleet Administration's State Fleet Asset Manager at (916) 327-2083 (CALNET 467-2083) or visit the OFA web page at <http://www.ofa.dgs.ca.gov/>.*

Auction Fee

2007-2008:

\$261.00 per vehicle

Proposed 2008-09:

\$261.00 per vehicle

Automotive Maintenance Service (TT CODE 5670)

A variety of preventive maintenance services are provided, including repair and installation of replacement parts, which are available at the nearest Office of Fleet and Asset Management State Garage.

For additional information, contact the Office of Fleet Administration's headquarters office at (916) 327-2086 (CALNET 467-2086).

Labor Mechanic

2007-2008:

\$101.00 per hour

Proposed 2008-09:

\$101.00 per hour

Farm Machinery – Repair and Service

Local inspectors of automotive equipment are available for consultation. For information, contact the Office of Fleet Administration at (916) 653-7017 (CALNET 453-7017).

General Services Charge Cards (GS 971)

A General Services Charge Card (GS 971) is obtained by submitting a Form OFA 58a, Request for a General Services Charge Card, to the Office of Fleet Administration, 802 "Q" Street, Sacramento, CA 95814-6422.

2007-2008:
Generally, no charge will be made.

Proposed 2008-09:
Generally, no charge will be made.

For additional information and to obtain an OFA 58a, contact the Office of Fleet Administration at (916) 327-2086(CALNET 467-2086) or log on to our website at <http://www.ofa.dgs.ca.gov/>.

Parking – Space Rental

The Office of Fleet Administration administers state vehicle and employee parking in major urban areas
For additional information, contact the Office of Fleet Administration's Employee Parking Unit at (916) 327-2102 (CALNET 467-2102) or log on to our website at <http://www.ofa.dgs.ca.gov/>.

State Fleet Asset Management Program

The State Fleet Asset Management Program provides a variety of services aimed at controlling expenses and protecting the State's multi-billion dollar investment in its fleet assets, including: 1) Oversight of fleet acquisitions; 2) establishment of utilization criteria; 3) collection of statewide fleet information and trend analysis; 4) periodic assessment of fleet size and composition; 5) control of on-going fleet costs; 6) equipment and site inspections; 7) disposal of surplus fleet assets; 8) and, fleet related contract administration.

Fleet Asset Management Fee: *This fee is based on the total number of motor vehicles and general purpose mobile equipment owned and leased by those State agencies governed by State mandates and rules (see Management Memo 05-08 at <http://www.ofa.dgs.ca.gov/> for a listing of specific fleet mandates and rules). This fee supports the data collection, analysis and inspections deemed necessary by the Office of Fleet and Asset Management to properly oversee the State fleet.*

2007-2008:

\$81.00 per vehicle annually.

Proposed 2008-09:

\$81.00 per vehicle annually.

Special Inspection Fee: *This is an hourly fee based on the length of time needed to perform specialized inspections when requested by State agencies.*

2007-2008:

\$81.00 per hour for special inspections.

Proposed 2008-09:

\$81.00 per hour for special inspections.

Delegation Fee: *This is a fee equal in value to the fleet asset management fee for those State agencies that have been approved by DGS to conduct limited fleet management oversight responsibilities.*

2007-2008:

Delegation fee rate to be determined.

Proposed 2008-09:

Delegation fee rate to be determined.

For additional information, contact the Office of Fleet and Asset Management's State Fleet Asset Manager at (916) 928-5801 (CALNET 467-2083) or visit the OFA web page at <http://www.ofa.dgs.ca.gov/>.

Tractors – Repair Service

Local Inspectors of Automotive Equipment are available for consultation. Contact the Office of Fleet Administration (916) 327-2082 (CALNET 467-2082).

Human Resources Services (TT Code 8210)

Provides a full range of human resources services to various boards and commissions on a reimbursable basis. The services include: position classification, recruitment, examining, salary administration, payroll documentation, grievance handling, labor relations consulting, and performance consultation. These services are especially helpful to newly established boards and commissions.

2007-2008:
Information on
costs available
upon request

Proposed 2008-09:
Information on costs
available upon
request

For additional information, contact the Office of Human Resources at (916) 376-5411 (CALNET 480-5411).

Bid Protest Services (TT CODE 5830)

For additional information, contact the Office of Legal Services at (916)376-5090 (CALNET 480-5090).

Resolution of protests on consulting service and services
contracts using services of the Hearing Officer.

2007-2008: \$176.00
per hour

Proposed 2008-2009:
\$176.00 per hour

Contracts and Other Documents

Services include:

A. Contract review (TT CODE 5810)

Includes:

1. Assistance and advice for preparing effective bid packages.	2007-2008: \$176.00 per hour	Proposed 2008-09: \$176.00 per hour
2. Evaluation of contracts for legal sufficiency	2007-2008: \$176.00 per hour	Proposed 2008-09: \$176.00 per hour
3. Advice for insuring compliance with state policy, and securing approval of the Department of General Services.	2007-2008: \$176.00 per hour	Proposed 2008-09: \$176.00 per hour
4. Advice on contracting services.	2007-2008: Various	Proposed 2008-09: Various
B. Extraordinary Contract Review (TT CODE 5810)	2007-2008: \$176.00 per hour	Proposed 2008-09: \$176.00 per hour

Contract review which involves complex legal or factual issues may be subject to additional hourly charges. A determination will be made by the Office of Legal Services Management whether charges are applied. It will be presumed any contract requiring four hours or more of staff time will be assessed such a charge.

Contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).

Hearing Officer Services

Resolution of protests pursuant to PCC 10343 and 10376 on consulting service and services contracts using services of the Hearing Officer. Special arrangements can be made for hearing officer to hear and decide other types of protests and other contract related matters.

2007-2008:
\$176.00 per hour

Proposed 2008-09:
\$176.00 per hour

For additional information, contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).

Legal Advice Hourly Services

Providing legal services to the Department of General Services and other State departments and entities. Services include, but are not limited to, providing legal advice to new and ongoing programs, issuing legal opinions on a variety of matters, providing consultation regarding public records requests, and other services as required. For additional services, see Bid Protest Services and Contracts and Other Documents.

2007-2008:
\$176.00 per hour

Proposed 2008-09:
\$176.00 per hour

For additional information, contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).

Addressing Services

* *An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

Complete addressing services includes creating, maintaining and updating mailing lists for all government agencies as well as providing CASS certification for address verification, standardization, and bar-coding for postal requirements and discounts.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5364 or visit our website at www.dgs.ca.gov/osp.

Printing and Publishing Services

The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include but are not limited to the following services:

**A private vendor assumed responsibility for publishing the Notice Register effective January 1, 2006. For information about the Notice Register pricing and subscriptions, please see the Office of Administrative Law website at <http://www.oal.ca.gov/> or contact Melvin Fong at (916) 324-7952*

Advertising in State Publications

When printing at OSP, State agencies may include advertising in their publications. OSP provides the publishing representative and administrative management services that will solicit the advertising companies, generate, record and reimburse advertising revenue to your agency.

To find out how OSP can save you money and reduce your print expenses please contact the Office of State Publishing at (916) 323-5098 or 866-824-0603 or visit our website at www.dgs.ca.gov/osp.

Business Cards

Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at www.dgs.ca.gov/osp. Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).

4 color, 1 sided cards	2007-2008: \$45.00 per box (400)	Proposed 2008-09: \$45.00 per box (400)
1 color, 1 sided cards	2007-2008: \$45.00 per box (400)	Proposed 2008-09: \$45.00 per box (400)
Custom cards	2007-2008: Varies	Proposed 2008-09: Varies
Business Forms and Stationery Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes. <i>For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.</i>	2007-2008: Estimates and consultation available upon request.	Proposed 2008-09: Estimates and consultation available upon request.
Desktop Publishing Services Typesetting, proofreading, scanning, color correction, file transfers, color proofing, and electronic imposition.	2007-2008: Estimates and consultation available upon request.	Proposed 2008-09: Estimates and consultation available upon request.

For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Fulfillment Services

Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos.

SAM Binders	2007-2008: \$30.00 each	Proposed 2008-09: \$30.00 each
Annual SAM Revision Subscription, including Management Memo	2007-2008: \$130.00 per year	Proposed 2008-09: \$130.00 per year

Complete SAM	2007-2008: \$250.00 per copy	Proposed 2008-09: \$250.00 per copy
California Regulatory Notice Register (Subscription)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Single Issues - Regular)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Rulemaking Calendar Issue)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Annual Index)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
Legal Source Book Only	2007-2008: \$85.00 each	Proposed 2008-09: \$85.00 each
Legal Source Book Revisions (1-Year)	2007-2008: \$85.00 each	Proposed 2008-09: \$85.00 each
Binder Only	2007-2008: \$10.00 each	Proposed 2008-09: \$10.00 each

For additional information regarding SAM and Legal Source Book subscriptions contact the Office of State Publishing at (916) 445-5353 (CALNET 485-5353).

Graphic Design Services

Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Mail Merge Services

Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit the OSP website at www.dgs.ca.gov/osp.

On-line Publishing Services

Digital processing on demand printing, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

Printing Procurement

Procurement assistance with large and complex commercial orders produced outside the state printing plant that are

2007-2008:
Estimates and consultation

Proposed 2008-09:
Estimates and consultation

competitively bid and project managed through this unit. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

available upon request

available upon request.

Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

2007-2008:

Estimates and consultation available upon request.

Proposed 2008-09:

Estimates and consultation available upon request.

Printing & Publishing Education Workshops

Customer workshops are offered to help assure efficient preparation and processing of publishing projects. Classes include Mail Piece Design, Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms.

2007-2008:

Estimates and consultation available upon request.

Proposed 2008-09:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 323-5098 (CALNET 473-5098) or visit the OSP website at www.dgs.ca.gov/osp.

Forms Management

The Forms Management Center (FMC) offers the following products and services to state agencies:

2007-2008:
Estimates and
consultation
available upon
request.

Proposed 2008-09:
Estimates and
consultation
available upon
request.

State standard forms (STD) available in paper, electronic, and automated formats.

Forms design services to state agencies.

For additional information, visit the FMC website at www.dgs.ca.gov/osp or contact at the Office of State Publishing (916) 324-9697 (CALNET 454-9697).

Mail Services

Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive or paper labels, CASS certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, UPS and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. UPS

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Interagency Mail and Messenger Services

Service includes pickup and delivery of mail for state offices only within the greater Sacramento area.

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

Shipping and Receiving Services

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations.

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

For additional information, contact the Office of State Publishing at (916) 322-1010 (CALNET 492-1010).

Messenger Services

See: [Mail Services](#)

Shipping and Receiving

See: [Mail Services](#)

Advertising In State Publications

See: [Printing and Publishing Services](#)

Business Cards

See: [Printing and Publishing Services](#)

Business Forms and Stationery

See: [Printing and Publishing Services](#)

Desktop Publishing Services

See: [Printing and Publishing Services](#)

Graphic Design Services

See: [Printing and Publishing Services \(www.dgs.ca.gov/osp\)](http://www.dgs.ca.gov/osp)
[Professional Services](#)

On-Line Publishing Services

See: [Printing and Publishing Services](#)

Print on Demand (publish)

See: [Printing and Publishing Services](#)

Printing Procurement

See: [Printing and Publishing Services](#)

Contract Advertising

The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$5,000 or more and commodity contracts over \$50,000 in the CSCR. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.

CALIFORNIA STATE CONTRACTS REGISTER (TT CODE 6510)	2007-2008:	Proposed 2008-09:
Agency Advertising/Exemption Fee	\$42.50 each	\$42.50 each

For additional information, contact the Procurement Division at (916) 375-4583 (CALNET 480-4583).

Information & Records Management Services

1. Records management services.	2007-2008: \$0.17 per.cu. ft./year	Proposed 2008-09: \$0.17 per.cu. ft./year
2. Review agencies' records management programs and provide training in records programs.		
3. Records management consultants will be available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract.		

For additional information, contact the Office of State Publishing at (916) 322-1727 (CALNET 492-1727).

Records Center Services (TT CODE 6240)

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

1. Storage of Records in Records Centers The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.	2007-2008: \$4.29 per cu. ft. per year	Proposed 2008-09: \$4.29 per cu. ft. per year
2. Surcharge for Long-Term Records In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.	2007-2008: \$0.89 per cu. ft. per year	Proposed 2008-09: \$0.89 per cu. ft. per year
3. Offsite Storage of Essential Records This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.	2007-2008: \$23.38 per cu. ft. per year	Proposed 2008-09: \$23.38 per cu. ft. per year

Destruction Center Services (TT CODE 6241)

1. Destruction of Confidential Records This service charge covers the cost of shredding confidential paper documents by state personnel.	2007-2008: \$0.17 per pound	Proposed 2008-09: \$0.17 per pound
2. Destruction of Confidential Plastics Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.	2007-2008: \$0.33 per pound	Proposed 2008-09: \$0.33 per pound

For additional information, contact the Office of State Publishing at (916) 375-6760 (CALNET 480-6760).

Moving State and Household Goods

For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division at (916) 376-1888 (CALNET 480-1888).

2007-2008:
Estimates available
upon request

**Proposed 2008-
2009:** Estimates
available upon
request

see: [Purchasing - Transportation Management](#)

Project Reutilization Services (TT Code 6220, 6221)

Ensures maximum utilization of surplus state personal property and equipment. Services include buying, selling, trading, renting, and emergency loan of equipment. Public sales are held for the disposal of state property.

For additional information, contact the Office of Surplus Property and Reutilization (OSPR) Sacramento (916) 928-5823 (CALNET 480-5823).

Purchasing

* An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).

Purchase Order Issuance (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).

2007-2008:

1.98%* of value of order, maximum of \$7,500.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500.

Small Purchase Credit Card (CAL-Card) (TT CODE 6116)

Credit card vehicle for customers to make numerous routine, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4579 (CALNET 480-4579).

2007-2008

A card fee is not assessed: Procurement charges are still applicable

Proposed 2008-09:

A card fee is not assessed: Procurement charges are still applicable

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4381 (CALNET 480-4381).

2007-2008:

1.98%* of value of order, maximum of \$10,000.

Proposed 2008-09:

1.98%* of value of order, maximum of \$10,000.

Contracts (TT CODE 6040)

Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-5918 (CALNET 480-5918).

2007-2008:

1.98%* of value of order, maximum of \$7,500.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500.

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate.(see IT hourly rate). For information contact Procurement Division at (916) 375-4486 (CALNET 480-4486).

2007-2008:

1.98%* of value of order, maximum of \$35,000.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4437

2007-2008:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000 for IT.

Master Purchase/Rental/Service Agreement (TT CODE 6040)

Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase

2007-2008:

1.98%*of value of order, maximum of \$7500 for non-IT and maximum of

2008-2009:

1.98%* of value of order, maximum of \$7500 for non-IT and maximum of \$35,000

Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4394 (CALNET 480-4394).

\$35,000 for IT.

for IT.

California Multiple Award Schedule (CMAS) (TT CODE 6040)

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4394 (CALNET 480-4394). *This fee is waived when the CMAS supplier is a small business.*

2007-2008:

1.98%* of value of order, maximum of \$7,500 for non-IT and maximum of \$35,000 for IT.

Proposed 2008-09:

1.98%* of value of order, maximum of \$7,500 for non-IT and maximum of \$35,000 for IT.

IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews(TT CODE 6040)

Review and approval of Standard Form 2's, NCB's, and Interagency Agreements initiated by state agencies. For information contact Procurement Division at (916) 375-4515 (CALNET 480-4515).

2007-2008:

\$85.00 per hour

Proposed 2008-09:

\$85.00 per hour

Financing Procurement (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS \$Mart within the Procurement Division at (916) 375-4617 (CALNET 480-4617).

2007-2008: This service is provided by the fee assessed on the contract.

Proposed 2008-09: This service is provided by the fee assessed on the contract.

IT Hourly Rate (TT CODE 6040)

IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4486 (CALNET 480-4486).

2007-2008:

\$85.00 per hour.

Proposed 2008-09:

\$85.00 per hour.

Purchasing - Recycled Products

The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials. For additional information, contact the Procurement Division at (916) 375-4481(CALNET 480-4481).

Purchasing – Supplier Base Management

Supplier performance evaluation and report cards. For product information, contact the Procurement Division at (916) 375-4558 (CALNET 480-4558).

2007-2008:

This service is provided by the fee assessed on the contract.

Proposed 2008-09:

This service is provided by the fee assessed on the contract.

Purchasing – Transportation

General freight bill and personal property moving bill audit, master moving contract services. For additional information, contact the Procurement Division at (916) 376-1888 (CALNET 480-1888).

2007-2008:
1.98% of value of
bill audited

Proposed 2008-09:
1.98% of value of
bill audited.

Small Business Certification and Resources (TT Code 2830)

The Procurement Division (PD) provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESO). A surcharge is also placed on contracts for goods and services executed by PD, and on contracts executed by a department under its PD purchasing authority. This fee covers the services described below. This fee is waived when the CMAS supplier is a small business.

2007-2008:
0.29% of dollar
value.

Proposed 2008-09:
0.29% of dollar
value.

For additional information, contact Procurement Division at the number listed after each service.

The following are services provided:

Business Utilization Plan

Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program. *For additional information, call (916)375-4940 (CALNET 480-4940).*

Small Business Certification

Certifies businesses eligible for the five percent small business preference. *For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at www.pd.dgs.ca.gov/smbus.*

Small Business Enterprise (S/DVBE) Participation Programs

Serves as a resource agency for information, and consultation regarding state SB/DVBE contracting programs. *For additional information, call (916) 375-4940 (CALNET 480-4940).*

Disabled Veteran Business Enterprise (DVBE) Certification

Certifies businesses eligible for the DVBE three percent contract participation goal. *For additional information, call (916) 375-4940 (CALNET 480-4940) or visit our website at www.pd.dgs.ca.gov/smbus.*

Target Area Contract Preference Act (TACPA)

Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Enterprise Zone Act (EZA)

Serves as the EZA certifying and resource agency. The EZA stimulates state contracting opportunities in designated enterprise zones. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Local Agency Military Base Recovery Area Act (LAMBRA)

Serves as the LAMBRA certifying and resource agency. The LAMBRA stimulates state contracting opportunities in designated recovery areas. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Prompt Payment

Offers a prompt payment rubber stamp to identify Small Businesses and non-profit organizations, which alerts state agency accounting offices to pay invoices on a priority basis. For additional information, call (916)375-4940.

Target Area Contract Preference Act

See: [Small Business Certification and Resources](#)

Asset Planning & Enhancement (TT CODE 2910)

* An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).

For additional information, contact the Asset Planning & Enhancement Branch in the Real Estate Services Division at (916) 376-1829 (CALNET 480-1829).

Asset Enhancement

The Asset Planning and Enhancement Branch (AP&E) is available to help identify and assist in the enhancement of the value of state owned property prior to disposition.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Economic Analysis

The AP&E provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.

2007-2008:

Estimates available upon request.

Proposed 2008- 09:

Estimates available upon request.

Facilities Planning Services/Office Building Planning and Analysis

The AP&E provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future office space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/purchase, and related cost estimating for new or renovated facilities. The Branch also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Portfolio Management

The AP&E coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, and the inter-relationship among acquisition, leasing, and construction of facilities.

A rental surcharge of .31% in 2007-2008 will apply to lease consolidatable and DGS state-owned space for facilities and transportation planning services in lieu of the hourly rate.

Building Management

See: [Building & Property Management](#)

Rent

Rent for all multiple-tenant General Services' Buildings:

Office Space	2007-2008: \$1.80/month per sq. ft.	Proposed 2008-2009: \$1.80/month per sq. ft.
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Storage Area	2007-2008: \$0.45/month per sq. ft.	Proposed 2008-2009: \$0.45/month per sq. ft.
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The following buildings have individual rates:

Attorney General - 1300 I Street, Sacramento

Office Space	2007-2008: \$1.93/month per sq. ft.	Proposed 2008-2009: \$1.86/month per sq. ft.
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Storage Space	2007-2008: \$0.64/month per sq. ft.	Proposed 2008-2009: \$0.62/month per sq. ft.
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Riverside Tower - 3737 Main Street, Riverside

Office Space	2007-2008: \$2.88/month per sq. ft.	Proposed 2008-2009: \$2.85/month per sq. ft.
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Storage Space	2007-2008: \$0.96/month per sq. ft.	Proposed 2007-2008: \$0.95/month per sq. ft.
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San Francisco Civic Center

Office Space	2007-2008: \$4.39/month per sq. ft.	Proposed 2008-2009: \$4.39/month per sq. ft.
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Storage Space	2007-2008: \$1.46/month per sq. ft.	Proposed 2008-2009: \$1.46/month per sq. ft.
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Elihu Harris - 1515 Clay Street, Oakland

Office Space	2007-2008: \$3.02/month per sq. ft.	Proposed 2008-2009: \$2.79/month per sq. ft.
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Storage Space	2007-2008: \$1.01/month per sq. ft.	Proposed 2008-2009: \$0.93/month per sq. ft.
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Junipero Serra - 320 West 4th Street, Los Angeles

Office Space	2007-2008: \$2.41/month per sq. ft.	Proposed 2008-2009: \$2.41/month per sq. ft.
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Storage Space	2007-2008: \$0.80/month per sq. ft.	Proposed 2008-2009: \$0.80/month per sq. ft.
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Office Building #10 - 721 Capitol Mall, Sacramento

Office Space	2007-2008: \$1.59/month per sq. ft.	Proposed 2008-2009: \$2.75/month per sq. ft.
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Storage Space	2007-2008: \$0.53/month per sq. ft.	Proposed 2008-2009: \$0.91/month per sq. ft.
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For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960 (CALNET 480-4960).

see: [Building & Property Management](#)

San Diego Mission Valley - 7575 Metropolitan Drive, San Diego

Office Space	2007-2008: \$2.20/month per sq. ft.	Proposed 2008-2009: \$2.20/month per sq. ft.
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Storage Space	2007-2008: \$0.73/month per sq. ft.	Proposed 2008-2009: \$0.73/month per sq. ft.
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East End – Sacramento

Office Space	2007-2008: \$3.44/month per sq. ft.	Proposed 2008-2009: \$3.44/month per sq. ft.
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Storage Space	2007-2008: \$1.15/month per sq. ft.	Proposed 2008-2009: \$1.15/month per sq. ft.
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Cal Trans District II, 4050 Taylor Street, San Diego

Office Space	2007-2008: \$4.03/month per sq. ft.	Proposed 2008-2009: \$3.89/month per sq. ft.
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Storage Space	2007-2008: \$1.34/month per sq. ft.	Proposed 2008-2009: \$1.29/month per sq. ft.
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Food and Agriculture, 1220 N Street, Sacramento

Office Space	2007-2008: \$2.67/month per sq. ft.	Proposed 2008-2009: \$2.67/month per sq. ft.
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Storage Space	2007-2008: \$0.89/month per sq. ft.	Proposed 2008-2009: \$0.89/month per sq. ft.
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Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento

Office Space	2007-2008: \$1.91/month per sq. ft.	Proposed 2008-2009: \$1.84/month per sq. ft.
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Storage Space	2007-2008: \$0.64/month per sq. ft.	Proposed 2008-2009: \$0.61/month per sq. ft.
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Secretary of State, 1500 11th Street, Sacramento

Office Space	2007-2008: \$5.63/month per sq. ft.	Proposed 2008-2009: \$5.22/month per sq. ft.
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Storage Space	2007-2008: \$1.88/month per sq. ft.	Proposed 2008-2009: \$1.74/month per sq. ft.
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Office Building #08, 714 P Street, Sacramento

Office Space		Proposed 2008-2009: \$3.23/month per sq. ft.
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Storage Space		Proposed 2008-2009: \$1.08/month per sq. ft.
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Board of Equalization, 450 N Street, Sacramento

Office Space	2007-2008: \$1.86/month per sq. ft.	Proposed 2008-2009: \$1.87/month per sq. ft.
Storage Space	2007-2008: \$0.62/month per sq. ft.	Proposed 2008-2009: \$0.62/month per sq. ft.

Cal Trans District #3, 703 B Street, Sacramento

Office Space		Proposed 2008-2009: \$1.53/month per sq. ft.
Storage Space		Proposed 2008-2009: \$0.53/month per sq. ft.

For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960 (CALNET 480-4960).

see: [Building & Property Management](#)

Contracting Services

See: [Professional Services Branch](#)

Professional Services Branch

****Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .29% in 2007-2008 on the dollar value of construction and private architectural and engineering contract awards.***

Construction Services (TT Code 3099)

Construction Supervision

Provision of on-site inspection, contract administration, and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period.

2007-2008:

\$119.00 per hour

Proposed 2008-09:

\$135.00 per hour

Direct Construction

Direct accomplishment of high quality, rapid response construction work in state-owned buildings, with minimum client disruption, as follows: *Emergency Work* - necessary to correct or mitigate fire, life safety or security issues officially declared as an "emergency" caused by a variety of reasons. *Urgent Work* - necessary to correct or mitigate fire, life safety or security issues which are urgent (not official emergencies) caused by a variety of reasons. *Standard Work* - necessary to complete construction solutions to a wide variety of construction challenges including: historic restoration and renovation, alteration, repair, tenant improvement, Americans with Disability Act (ADA) compliance, Information Technology (IT) upgrades, etc.

2007-2008:

Prevailing wage plus administrative costs

Proposed 2008-09:

Prevailing wage plus administrative costs

Design Services (TT CODE 2820):

Architecture and Engineering Project Management - Basic Services

Develops program budget plans, schematic plans, preliminary plans, working drawings, technical specifications, and cost estimates, and construction phase architectural and engineering services for Capital Outlay and Special Repair Construction Projects. Pre-design architectural programming, facility evaluations, construction, feasibility and infra-structure studies are also available.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Architectural Design

Architectural design concepts illustrated by plans, elevations, sections, and other graphic representations and technical specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

Estimates available upon request.

Civil Engineering

Site development work including site clearing and grading; retaining walls, roadways, parking, and yard paving; storm water collection, drainage and disposal systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; topographic surveys; underground storage tanks and pollution control measures; plans and specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

For additional information, contact the Professional Services Branch in the Real Estate Services Div. at

(916) 375-4700 (CALNET 480-4700).

Cost Engineering

Prepares construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

Electrical Engineering

Electrical designs for primary and secondary electrical distribution systems, standby and emergency power systems, power quality for computers, interior and exterior lighting and illumination, telecommunications and data systems, fire/life safety systems, security surveillance systems; plans and technical specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

Graphic Architecture Services

Architectural/engineering physical and 3 dimensional computer assistant design and drafting (CADD) models and renderings; architectural and site signage; architectural photography; exhibit design, and publication design.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

Landscape Architecture

Landscape design services for site landscaping, hardscaping and irrigation systems to enhance aesthetic and functional aspects and minimize maintenance requirements of site development; budget level, design development, construction documents and construction phase support services; site surveys, program and cost information, design consultation and plan checking services; field investigations, surveys, special studies and reports.

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

Mechanical Engineering

Mechanical designs, calculations and drawings for heating, ventilation, air conditioning, refrigeration, plumbing, chiller and steam generating plants and mechanical distribution systems; energy management control systems, computer calculations and data analysis; plans and specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.

2007-2008:

\$147.00 per hour

Proposed 2008-

2009: \$114.00 per hour

Space Programming-State Leased Space (TT CODE 2810)

Provides programming, space planning, interior design, and project management services for state leased facilities. These include the layout, design, plans, specifications, and building review of tenant improvements for new premises, expansion and/or alterations of existing space, and build-to-suit projects; new and reconfigured conventional and modular systems furniture (MSF); cost and time estimates for the acquisition, relocation and construction of leased premises.

2007-2008:

\$114.00 per hour

Proposed 2008-09:

\$114.00 per hour

For additional information, contact the Professional Services Branch in the Real Estate Services Div. at (916) 375-4700 (CALNET 480-4700).

Structural Engineering

Prepare structural designs, calculations and drawings for new construction and alterations/additions to existing state

2007-2008:

\$147.00 per hour

Proposed 2008-09:

\$167.00 per hour

buildings; structural studies and reports on existing buildings where structural problems may arise or where upgrading is anticipated; construction phase support services; field investigation, surveys, special studies, and reports.

Environmental Services Section (TT CODE 2799)

Provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. Provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under retainer contracts for a broad range of specialized environmental assessments and studies, for preparation of small CEQA/NEPA documents, and for securing environmental permits; project-specific environmental services contractors can be secured at the client's request for environmental assessment of larger undertakings (new construction, environmental remediation, adoption of regulations, etc.). Environmental Services staff offers project management assistance in obtaining permits from various state and federal regulatory agencies including the Corps of Engineers (Section 404), California Department of Fish and Game (Stream Alteration Agreements), and permits involving sites with endangered species; staff also expertise in environmental due diligence required for land acquisition including preparation of preliminary site assessments and reports required by the state Public Works Board.

2007-2008:

\$114.00 per hour

Proposed 2008-09:

\$114.00 per hour

Special Programs:

Hazardous Waste Management Programs

Asbestos abatement, underground storage tank, mold, lead related issues, and PCB-contaminated equipment; action plans and specifications; remedial investigation, construction work; monitoring and certification. Maintains a data base of all state-owned facilities with asbestos.

2007-2008:

\$147.00 per

Proposed 2008-09:

\$167.00 per hour

Seismic Retrofit

Provide structural evaluations of buildings including recommendations for retrofit solutions, manage the retrofit process from design through construction, maintain a database on the structural status of all state owned buildings.

2007-2008:

\$147.00 per

Proposed 2008-09:

\$167.00 per hour

Vault Services

Provides storage of building design and construction plans. Services include records management, storage, duplication and maintenance.

2007-2008:

Cost available upon request.

Proposed 2008-09:

Cost available upon request.

Leasing Services (TT CODE 3430):

Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.* *

2007-2008:

1.82% of monthly rent

Proposed 2008-09:

1.82% of monthly rent

*** If there are substantial changes in program scope which require extensive replanning and/or leasing*

effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.

<i>Build to suit facilities: Hourly leasing services as outlined above, obtaining assignable options, and zoning coordination.</i>	2007-2008: \$117.00 per hour	Proposed 2008-09: \$117.00 per hour
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<i>Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.</i>	2007-2008: \$117.00 per hour	Proposed 2008-09: \$117.00 per hour
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<i>Modular Buildings and Mobile Units leasing services: Hourly leasing services as outlined in (1) will apply if the state lease provides an equity position or option to purchase at anytime during the lease term.</i>	2007-2008: \$117.00 per hour	Proposed 2008-09: \$117.00 per hour
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(1) Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.* *

*** If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.*

Real Property Services (TT CODE 2910): Complete services available for due diligence site selection, appraisal, appraisal review, acquisition, condemnation, relocation assistance, property management, and sale and leasing of some surplus properties.	2007-2008: \$117.00 per hour	Proposed 2008-09: \$117.00 per hour
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Statewide Property Inventory (SPI) (TT CODE 2430): An inventory of all state proprietary land holdings and leases are maintained and available for reference. Agencies are accessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system.	2007-2008: \$1.71 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.	Proposed 2008-09: \$1.71 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.
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Other Services:

Architectural programming, feasibility studies for new facilities, special studies and evaluations of existing facilities for infra-structure, State Fire Marshal and ADA compliance; site suitability reports, soil investigations, project analysis, contract management and administration, and document retrieval.

For additional information, contact the Professional Services Branch in the Real Estate Services Div. at (916) 375-4700 (CALNET 480-4700).

Project Management (TT Code 2310)

Provides project management services for various types of construction projects. It provides consulting services for scheduling and estimating the cost of construction of capital outlay projects and manages the preparation of budget packages for capital outlay projects. It also provides management services for plan preparation (architectural services) and construction management. Details of these services are listed below:

For additional information, contact the Project Management Branch in the Real Estate Services Division at (916) 376-1700 (CALNET 480-1700).

Capital Project Delivery:

PMB provides consultation on the various methods of Capital Project Delivery. Includes such items as the capital outlay process, design-build process, bond financing, joint powers authorities projects, and federal-state funded projects.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Claims Management:

PMB provides consultation on the methods to avoid costly claims on construction contracts. PMB is also available to consult on the resolution of claims.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Contracting Services:

PMB provides services related to the process for contracting for professional services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Cost Estimating:

PMB provides cost estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate and claims analysis.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Project Scheduling:

The PMB provides computerized scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules and cash flow reports.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Remodeling:

The PMB provides consultation on the planning, financing, phasing, scheduling, design and construction of major remodeling projects.

2007-2008:

Estimates available upon request.

Proposed 2008-09:

Estimates available upon request.

Cost Estimating

See: [Project Management](#)
[Professional Services](#)

Project Scheduling

See: [Project Management
Professional Services](#)

Remodeling

See: [Project Management](#)

Risk and Insurance Management

Defensive Driver Training (TT CODE 5720) The Defensive Driver Training Program is designed to encourage drivers to think in terms of managing risks while driving in order to avoid or reduce the severity of accidents. **(Rates apply to non-state agencies only.)**

Courses offered include:

Defensive Driver Classroom Training	2007-2008: \$26.16 per student	Proposed 2008-09: \$26.16 per student
Van Driver Classroom Training	2007-2008: Available upon request.	Proposed 2008-09: Available upon request.
Behind-the-Wheel Training	2007-2008: Available upon request.	Proposed 2008-09: Available upon request.
One-on-One Behind-the-Wheel Training	2007-2008: Available upon request.	Proposed 2008-09: Available upon request.

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).

Hazardous Contract Review (TT CODE 5710) In addition to reviewing hazardous contracts to ensure that insurance certificates meet contract language, the Office of Risk and Insurance Management can assist agencies by recommending appropriate insurance language for contracts prior to the contract being let. For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5271 (CALNET 480-5271).	2007-2008: \$46.10 per contract	Proposed 2008-09: \$46.10 per contract
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Insurance Procurement (TT CODE 5710) Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; and loss and accident prevention advice which will improve the risk. <i>For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5271 (CALNET 480-5271).</i>	2007-2008: 5.95% of premium	Proposed 2008-09: 5.95% of premium
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Motor Vehicle Liability (TT CODE 5799) Insured agencies will be charged a variable rate based on past actual accident and loss experience. <i>For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5285 (CALNET 480-5285).</i>	2007-2008: Varies	Proposed 2008-09: Varies
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Risk Management and Insurance Consulting (TT CODE 5710) Risk management and insurance consulting projects may be contracted through interagency agreements for extraordinary policy administration or for special services on risk, insurance and employee benefit problems. <i>For additional information, contact the Office of Risk and Insurance</i>	2007-2008: \$92.18 per hour	Proposed 2008-09: \$92.18 per hour
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Management, at (916) 376-5271 (CALNET 480-5271).

State Safety Training (TT CODE 5730)

The State Safety Training Program is a three week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).*

2007-2008:

\$1,000.00 per student

Proposed 2008-09:

1,000.00 per student

Energy Services Programs

Natural Gas Services

Reliable natural gas service is available for all large public sector facilities with risk management services that help to stabilize the cost of this volatile commodity. This is the state's largest public sector gas-purchasing program. We obtain competitive bids from private sector gas suppliers for our customers. Where possible, we make advanced purchases of natural gas at favorable prices to help avoid some of the effects of sudden price increases. All necessary purchasing and transportation services are provided, as well as market information and CPUC representation services. Program costs to public sector members are less than 1% of total gas costs, currently \$.0065 per therm delivered.

2007-2008:
\$.0065/Therm

Proposed 2008-09:
\$.0065/Therm

For additional information, contact National Gas Services at (916) 375-5990 or e-mail to marshall.clark@dgs.ca.gov

Natural Gas Services

See: [Energy Services](#)

Regulation Services*

** Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2002-2003 and .17% 2003-2004 on the dollar value of construction and private architectural and engineering contract awards.*

Access Compliance:

Review construction plans and specifications for all state funded buildings and facilities. Review is required prior to entering into a construction contract and is necessary to assure compliance with state accessibility requirements for persons with disabilities

2007-2008:
.02% of first \$500,000 of construction value plus 0.1% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

Proposed 2008-09:
.02% of first \$500,000 of construction value plus 0.1% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

Review construction plans and specifications for public schools, community colleges, and universities that are funded by any California city, county, or special district. Review is necessary to assure compliance with state accessibility requirements for persons with disabilities.

2007-2008:
.02% of first \$500,000 of construction value plus 0.1% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

Proposed 2008-09:
.02% of first \$500,000 of construction value plus 0.1% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

Provide plan review and code analysis consulting services as required by local agencies and design professionals.

2007-2008:
Estimates available upon request.

Proposed 2008-09:
Estimates available upon request.

Fire & Life Safety:

Review plans and specifications for the construction of public schools and universities and state owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code). Compliance analysis includes the application of national standards for fire related appliances, systems, and equipment. Review also includes analysis for non-building fire protection measures related to site access, on-site fire emergency roads, fire hydrants, and water fire flow systems. Authority extends to all accessory buildings and structures owned or occupied by the school district.

2007-2008:
Fees for these services are included in the Structural Safety rate structure

Proposed 2008-09:
Fees for these services are included in the Structural Safe rate structure

Historical Building Safety Review: (TT CODE 2800)

Review plans and specifications for all state historical buildings to assure compliance with State Historical Building Code.

2007-2008:
Estimates available upon request.

Proposed 2008-09:
Estimates available upon request.

For additional information contact the Division of the State Architect at (916) 445-8100 (CALNET) 485-8100)

Structural Safety:

Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act".

2007-2008:
0.7% of the first \$1.0 million in construction value or \$7,000 PLUS 0.5% of the

Proposed 2008-09:
0.7% of the first \$1.0 million in construction value or \$7,000 PLUS 0.5% of the

	construction value exceeding \$1.0 million. (Minimum Fee \$250.00)	construction value exceeding \$1.0 million
Review plans and specifications and inspect essential services building construction to assure structural safety as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services.	2007-2008: 1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee	Proposed 2008-09: 1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee \$250.00)
Examine and report on the structural safety of such buildings, including previously constructed California public school buildings.	2007-2008: Estimates available upon request.	Proposed 2008-09: Estimates available upon request

For additional information contact the Division of the State Architect at (916) 445-8100 (CALNET 485-8100).

Surplus Property

State Surplus Property

The State Surplus Property Program is responsible for the proper disposition of all State-owned surplus personal property and for the allocation of Federal surplus personal property to the State of California's qualified recipients.

For more information, contact the State Surplus Property Program at (916) 928-5823, or visit our website at <http://www.ofa.dgs.ca.gov/ospr>.

Transit Storage

Transit Storage

The Transit Storage Program offers client agencies quality supplemental storage at very competitive rates. Located in Sacramento, the Transit Storage Program can provide either pallet racking or high security storage. We can receive your materials directly from the supplier. There are no hidden charges or access fees, just low rates based on cubic feet.

2007-2008:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

Proposed 2008-09:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

For more information, contact the Transit and Surplus Property Programs at (916) 928-5839 or visit our website at <http://www.ofa.dgs.ca.gov/transit>

Surplus Federal Property (TT Code 6220, 6221)

Federal Surplus Property

The Federal Surplus Property Program Office allocates Federal surplus personal property to the State of California's qualified recipients. The program office determines an organization's eligibility to receive federal surplus personal property based on stringent federal government guidelines, and ensures that allocated property is being used as the recipient represented it would be used within the time period restrictions established by the federal government.

For more information contact the Santa Ana office at (714) 558-6733, or visit our website at <http://www.ofa.dgs.ca.gov/ospr>

Telecommunications Division

Public Safety Communication Services

Radio Engineering Services (TT CODE 5550)

Radio engineering services associated with a new and existing Public Safety and Public Service communication system includes system planning and design, site and coverage surveys, FCC licensing and frequency coordination, technical specification preparation, equipment evaluation and testing, project management, installation, and modification engineering. Travel time associated with engineering work is charged at the hourly rate.

For additional information, contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).

2007-2008:
145.00 per hour

Proposed 2008-09:
\$145.00 per hour

Radio Maintenance Services (TT CODE 5550)

Equipment Installation and Modification

Installation, modification, and relocation of radio and related equipment during normal business hours. Travel time is charged at the hourly rate. Parts are additional.

2007-2008:
\$122.00 per hour

Proposed 2008-09:
\$122.00 per hour

Mobile Radio Equipment Installation/Removal (Flat Rate):

Installation, removal and modification of mobile radios, undercover installations, Code 3 installations and related equipment. Travel time is charged at the hourly rate.

2007-2008:
Estimates available upon request.

Proposed 2008-09:
Estimates available upon request.

Annual Maintenance Service Program (Fixed Rate):

The program covers all breakdown repair and preventative maintenance for equipment covered by this program for a fixed annual rate. The fixed rate is based on historical costs for repair and preventative maintenance.

2007-2008:
Estimates available upon request.

Proposed 2008-09:
Estimates available upon request.

Emergency Repair/Installation (Hourly Rate):

Technician call-back for emergency repairs or installation activities after normal working hours, weekends and holidays.

Travel time is additional.

(Minimum four hours charged per Department of Personnel Administration Rule 599.708).

2007-2008:
122.00 per hour

Proposed 2008-09:
\$122.00 per hour

For additional information, contact the Telecommunications Division at (916) 657-9405.